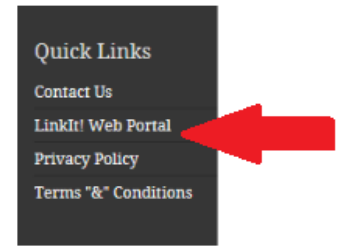


## How to print bubble sheets in LinkIt

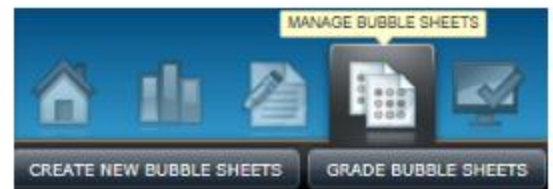
- 1) Go to [linkit.com](http://linkit.com) Scroll down and under “Quick links” click “LinkIt Web Portal”



- 2) Select the correct information and log into LinkIt.  
If you need help with your username and password please contact Nancy Gray. Your username can either be last name first or first name first. The usernames and passwords are CASE SENSITIVE.

A login form titled "LinkIt! Login" with a blue header. It includes two dropdown menus for "State" (set to "New York") and "District" (set to "South Huntington UFS"). Below these are input fields for "Username" (containing "MCCORD, Marissa") and "Password". A "Login" button is to the right of the password field. A "Lost password?" link is at the bottom left.

- 3) Once you log on, at the top of the page, you need to click on the fourth icon from the left “Manage Bubble Sheets” and then select “Create new bubble sheets.”



- 4) Next you need to fill in the appropriate information for the class you want to create bubble sheets for. Select the grade, subject, bank, and test from the pull down menus.

A form titled "Generate Bubble Sheet" with a blue header. It has a "Select Test" tab. Below the tab are three radio buttons: "Single Class" (selected), "Group Printing", and "Generic Sheet". There are four dropdown menus: "Grade" (labeled "Select Grade"), "Subject", "Bank", and "Test".

- 5) Next you should select the class that you are generating bubble sheets for. The school and term will be selected for you already unless you teach in multiple schools. All of your current students in that class should be highlighted. If a student is no longer in your class, you can click on them to remove them.

A form titled "Select Students" with a gray header. It has two dropdown menus: "School" (set to "Stimson Middle School") and "Term" (set to "2012-2013"). Below these is a "Class" dropdown menu labeled "Select Class".

- 6) The next box you can just leave at the default for the purposes of this assessment. So just select “Generate” on the bottom right.

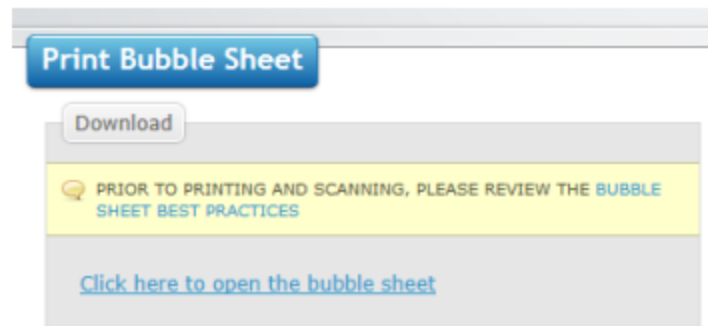
The screenshot shows a 'Select Options' form with three dropdown menus and a 'Generate' button. The 'Style' dropdown is set to 'Personal (Pre-slugged)', the 'Bubble Size' dropdown is set to 'Medium', and the 'Bubble Format' dropdown is set to 'Default'. The 'Generate' button is located at the bottom right of the form.

- 7) After the page finishes loading, you will no longer see this:



You will see this instead:

You can click “Click here to open the bubble sheet” in order to get your bubble sheets. A new window will open up and you will see all the bubble sheets for the class in a row in pdf file. You can print directly to one



a

of the Konica Minolta Printers by selecting “File” and then “Print” from the top menu OR you can save them and print them later by selecting “File” and then “Save As.”

- 8) You then need to repeat this process for every class that you teach in order to generate and print bubble sheets for all of your students.